INSTRUCTOR, CC (Student Activities/Student Government Advisor), Position No. 83920, Leeward CC, tenure-track, 11-month, full-time, general funds, to begin approximately 09/08, pending availability of funds and actual staffing requirements. Assignments may include day, evening and/or weekend, on- and off-campus.

Duties: Under the general direction of the Dean of Student Services, serve as Advisor responsible for developing, facilitating, and evaluating a comprehensive student government and promoting a student activities program (i.e., Student Life Program) that supports and directly contributes to the college’s academic mission and student development goals. Ensure that student government, and student activities are aligned and integrated with campus assessment, program review, and accreditation activities. Collect and manage applicable student data to prepare periodic and required reports. Assisting in the planning, implementing, revising, and improving of programs and services. Assess, develop/update, and implement approved student government/activities policies and procedures to include those pertaining to student governance, registered student organizations, and decision making. Oversee and coordinate the Student Life Program to programmatic operations, recognition events (to include commencement), awareness programs, and related on-campus activities. Develop, coordinate, support and evaluate student activities that promote academic success, enhance social interaction, broaden and enrich personal awareness/interest/exploration, enhance college and community involvement, lead to campus identification and a sense of belonging. Serve as charter-approving agent and liaison to student clubs and organizations. Coordinate or support a wide range of scheduled activities such as campus intramural events and university sporting activities, workshop/seminars/speakers, contests/competitions/festivals, entertainment opportunities (e.g., movies, plays), community service projects, and exchanges with other campus. Recruit and supervise student volunteers and coordinators to assist in all aspects of student activities. Serve as the campus advisor and primary proponent of a viable, involved, and active Student Government. Promote student involvement, governance, and integration into the decision making process of the College. Develop for administrative approval, the basic concept of student government to include elections, student leader training, representation on campus governance bodies and to campus senior leadership, and affiliation with the ASUH. Work with appropriate campus administrative and support units to assess student perceptions of student/campus life, areas of possible interest, improvement options, and feasibility. Facilitate student leaders in the identification of student-interest programs/services/needs; the provision of University system contextual information and liaison with system offices and agencies; and in proposal and recommendation development. Support the Student Government operational activities requirements to include rooms, furniture, equipment, supplies, and services. Serve as the liaison between the College administration and Student Government leadership. Under general supervision, be responsible for the collected funds and expenditures associated with the Board of Student Publications funds, allocated College funds, and non-fee funds. Ensure that expenditures are in accordance with University, College, and Student Government policies and procedures with the appropriate justification, authorization, and acquisition. Maintain and monitor financial records of student government and Student Activities revenues, and non-fee sources; complete and file the required accountability reports. Assist the Student Government to acquire non-fee revenues through appropriate grants or other financial arrangements. Oversee the Campus Center facility to include use, furnishing and equipment, and improvement. Participate in various related professional organizations and various UHCC system activities; other duties may include but are not limited to, participating in faculty and administrative committees, community service, and in-service training; maintaining an approved program of professional self-improvement. Minimum Qualifications: Master’s degree in Counseling and Guidance, Counseling Psychology, College Student Personnel Services, Human Resources (to include both CTAHR and Personnel), Communications or related field; OR Bachelor’s in any of the above fields or related field plus three (3) years related work experience. Related fields: Education (to include all degrees in this field), Family Resources, Human Development, Psychology (to include all degrees in this field), Public Health, Rehabilitation Counseling, Social Work, Sociology, and Student Services Personnel. Desirable Qualifications: Knowledge of community college philosophy, mission and purpose. Experience in working with culturally diverse groups or organizations in an academic environment or community organization setting. Considerable experience in student government, intramural activities, and youth/student activities; preferably with training in parliamentary rules and proceedings. Possession of organizational development or program/project management experience with preferably policy/procedure, group facilitation, problem/conflict resolution, staff development, and fiscal expenditure/accountability responsibilities. Demonstrated ability to establish and maintain effective working relationships with students, faculty, staff and community groups. The ability to communicate effectively, verbally and written, and proficient in MS Office Suite.